

SOUTHERN CONNECTICUT STATE UNIVERSITY
Job Opportunity

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: Facilities Operations & Planning

Job Title: Clerk Typist (Part-time)

PCN: 82806

Hours: 8:00 a.m. – 2:00 p.m. Monday – Friday

Salary: \$17.06 an hour

Closing Date: March 2, 2015

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Eligibility Requirements: Six (6) months as a typist or its equivalent

Minimum Qualifications Required

Knowledge, Skill, and Ability:

Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing at a net speed of 40 wpm; basic interpersonal skill; basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which may include computer terminals or other automated equipment.

General Experience: Six (6) months as a Typist or its equivalent. Graduation from high school with coursework in typing may be substituted for General Experience.

Examples of Duties: Answer telephone calls and greets visitors, answer general and basic questions; receives and sorts incoming mail; files documents according to established procedures; prepares routine correspondence; Filing: Maintain logs; sets up and maintains records and files according to established procedures; prepares correspondence; Compiles information from standard sources and prepares reports; use automated office equipment, performs other related duties as required.

Application Instructions: Qualified candidates who meet the above requirements should submit cover letter **noting PCN 82806**, resume and a State Application (CT-HR-12). State employees attach copies of your last two performance appraisals. Non-state employees attach two letters of professional references to:

Ms. Tami LaPlante
Human Resources Administrator
Southern Connecticut State University
501 Crescent Street
New Haven, CT 06515
Fax (203) 392-8802
NO PHONE CALLS PLEASE

An Equal Opportunity/Affirmative Action Employer and strongly encourages the applications of women, minorities, and persons with disabilities to apply.